



**-VACANCY NOTICE-
POSTING PERIOD: 10/12/2018 – 10/26/2018**

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

POSITION: Manager of Information Services

PROGRAM: Information Services

POSITION START: Immediate

FLSA STATUS/CALENDAR: Full-time/ Exempt

DESCRIPTION: The Manager of Information Services will work with organization management to detail and implement the information systems strategic plan, while supervising IS staff and strengthening the Information Services environment.

SPECIFIC JOB RESPONSIBILITIES

- Determine operational objectives by studying business functions; gathering information; evaluating requirements.
- With Agency Administration, analyze requirements; study system capabilities; write specifications for improvements and new systems.
- Improve systems by studying current practices and design modifications.
- Strengthen cyber security; recommend specific measures and controls.
- Contribute to development of IS budget, direction, and plans.
- Provide project management; define project requirements; identify project milestones, phases, and elements; establish project budget; monitor progress; resolve problems; publish progress reports; recommend actions.
- Write and maintain user documentation; train users on use of applications.
- Maintain user confidence and protect operations by keeping information confidential.
- Prepare technical reports by collecting, analyzing, and summarizing information and trends.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.
- Must be sensitive the cultural diversity of others and facilitate trusting relationships and partnerships with board members, vendors, and co-workers.
- Other duties as assigned.

PROVEN EXPERIENCE WITH:

- Expertise and experience with business application evaluation, software package selection, and implementation
- Expertise and experience with application documentation and maintenance
- Good team-building skills and experience managing technical resource(s)
- Familiarity with current information technologies, including servers, networking, operating systems, analytical tools, and security
- Good communication skills, both verbal and written, for audiences ranging from casual end users through business managers with IS expertise, to organization executives
- Familiarity with process improvement techniques
- Experience in the human services non-profit industry desired but not required

QUALIFICATIONS: Bachelor's degree in an IT related field or in business with IT experience. 7 or more years of experience in IT functions with at least 2 in a supervisory/management role.

Please send cover letters and resumes to: Human Resources-Holy Childhood-100 Groton Parkway-Rochester, NY 14623- (585) 359-3710 – employment@holychildhood.org

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Our mission is to prepare children and adults with developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion.